

**COMMISSIONS, COMMITTEES, VOLUNTEERS AND ADVISORY BOARDS
MILEAGE, STIPENDS & OTHER EXPENSES CLAIM FORM**

SUMMARY OF CLAIM BY ACCOUNT CODE								
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	JOB NUMBER	AMOUNT	SC
						TOTAL		

I hereby certify that this claim is true and correct, that payment has not been received and expenses cannot be claimed from another source, and that this claim is submitted in accordance with Orange County rules and regulations. As required by law, I have a valid driver's license and carry public liability and property damage insurance.

Signature _____ Date _____

I hereby certify that the above claimant was authorized to use his private auto on County business and the above expenditure is authorized, and that if a County employee, the claimant has taken the oath or affirmation of allegiance as required by Government Code Section 3107.

Supervisor's Signature _____ Authorized Signer's Signature _____ Date _____

A/C (5/01) APPROVED DAVID E. SUNDSTROM, Auditor-Controller _____ DEPUTY Date _____

EXHIBIT III

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FILING AND PREPARATION INSTRUCTIONS

- 1. Claims for mileage expense shall generally be filed on a calendar month basis with the County Auditor-Controller.
- 2. A claim must be filed within one year from the date the expense is incurred.
- 3. List stipends individually for each meeting attended.
- 4. List each day's expenses in the "Other Expenses" columns.
- 5. Compute mileage. Enter whole miles, not partial miles, on each line. Multiply the mileage rate by the total mileage to compute the dollar amount.
- 6. Total all the columns.
- 7. Staple all receipts and documentation required behind the claim form.
- 8. Summarize the claim by account code.
- 5. Sign the claimant's certification and submit to the authorized signer for Department/Agency certification.
- 6. For volunteers, legal authorization must be stated on the claim. List the specific "Minute Order" or "Resolution", or state "Approved in Annual Budget".

TYPE OF EXPENSE	REIMBURSEMENT LIMIT	CONDITIONS
Private Auto Mileage <i>NOTE: Claimants shall arrange a carpool when two or more personnel are attending the same meeting.</i>	Apply the mileage rate that is in effect for the month claimed for each calendar month. NOTE: If the County mileage reimbursement rate is greater than that allowed by the Federal Government, reimbursement will be reported as taxable income. Equivalent air coach fare from LAX to destination or nearest available airport thereto, plus mileage at rates indicated above, from point of departure to LAX and return, and all business mileage at the destination, <u>such mileage to be accumulated with all other mileage claimable for the month applicable.</u>	In General Area: Orange, Los Angeles, Ventura, San Bernardino, Santa Barbara, Riverside, San Diego, Imperial, and Kern Counties. Outside General Area
*Public Transportation, Taxi, Limousine	Actual Cost	Outside County
*Car Rental	Actual Cost	Outside County - Prior approval by the Head of the Department/Agency
*Meals	Actual Cost In-County Meal Reimbursement: Meeting must be in session and require a meal to claim reimbursement.	Outside County or within County when on official duty attending meetings at direction and with approval of Head of the Department/Agency
*Gas for County Car	Actual Cost	Only when the Transportation Department does not issue a credit card.
*Lodging	Single Room Rate	Meeting in excess of one day outside the County.
*Registration & Tuition Parking Telephone	Actual Cost	None

*Itemized billings or receipts must be submitted for these items.

All items submitted for reimbursement should be reasonable and necessary. The Auditor-Controller may at his judgment reduce or deny claims that are not adequately supported and do not appear to be reasonable and necessary.

Reimbursement limits and conditions are set by Resolution 66-907, Vehicle Rules and Regulations, and by BOS Minute Order Item No. 21, dated March 16, 1999, County Business Travel and Reimbursement of Related Expenses.

RULES AND REGULATIONS - PRIVATE MILEAGE

SUBMITTAL OF PRIVATE MILEAGE CLAIMS:

Private mileage and related expense shall be submitted on the Auditor-Controller Commissions, Committees, Volunteers and Advisory Boards Mileage, Stipends & Other Expenses Claim Form.

MILEAGE COMPUTATION:

The following criteria shall be used by each permittee in computing mileage claims:

- 1. **Permittee Working from County Facility.** Any permittee assigned to or working from any County facility shall be compensated for that elapsed County business mileage accrued between departure from and return to facility within a given workday. For mileage allowance purposes, any County facility to which a permittee is assigned is considered the permittee's work location, regardless of whether such a facility is the department or district headquarters or merely branch or subactivity of the parent department or district.
- 2. **Permittee Working from Home.** Where particular work assignments of certain employees are such that there is no valid reason for establishing any location as headquarters, a Head of Department/Agency may permit those individuals to operate from their home location. Under such conditions, a permittee is authorized may claim mileage from his first work contact point following his departure from home. Should the contact point be further from the permittee's home than to his designated office location, mileage will be allowed for that distance traveled which exceeds the distance from the permittee's home to his designated office location. Similarly, only such mileage will be allowed from the last work contact point home as is greater than the distance between his home and designated office location. A permittee's home shall not be considered as a working location or headquarters for mileage allowance purposes. See "Extra Trip Mileage" for the exception to this. Resolution 66-907.

ALLOWABLE MILEAGE CLAIMS:

A permittee shall be allowed to claim only those miles traveled pursuant to performance of County business. Miles traveled to and from home, or those driven during the workday which vary from a direct route from one County business contact to another, are nonclaimable personal miles, with the cost to be permittee's personal responsibility except as set forth hereinafter. All other operating, towing and similar expense shall likewise be borne by the permittee. Resolution 66-907.

EXTRA TRIP MILEAGE:

Permittees are expected to provide their own transportation between their home and their assigned place of work, and no mileage claim may be made therefor. When, however, a permittee is required or ordered to perform duties necessitating travel from home, other than regular travel between home and work, mileage will be allowed to and from the permittee's home. Resolution 66-907. County Counsel Opinion No. M72-24 dated 6/27/72 interprets "other than regular travel between home and work" to include trips to the office or elsewhere on non-workdays as well as after work hours on workdays, if required or ordered.

COMMISSIONS/ADVISORY BOARDS:

Members of Commissions or Advisory Boards of the County, or other persons performing specialized services for the County, who are entitled by law to receive mileage allowance, may include mileage from their homes to place of transaction of official business and return. Certification of such mileage shall be as required by the Auditor-Controller. Resolution 66-907 and 77-1889. CDO approval is required for all requests for reimbursement of County Boards and Commission members for expenses from attendance at local training sessions and seminars before reimbursement is requested from the Auditor-Controller. Resolution 84-327.

VOLUNTEER SERVICES:

Volunteers performing services for the County are entitled to be reimbursed for out-of-pocket and personal mileage expenses at the same rates allowed regular County employees. Departments utilizing volunteer services must have prior authorization by the Board of Supervisors. Resolution 73-1356 and 74-152.